AD-A272 590

NUMBER 7760.3

DATE June 16, 1955





Department of Defense Instruction

SUBJECT

Requisitioning of Printing, Duplicating, and Reproduction Work (DD Forms 843 and 844)

I. PURPOSE

It is the purpose of this Instruction to prescribe forms for Department of Defense-wide uniform use in requesting printing, duplicating, and reproduction work in order to eliminate more than a thousand forms presently being used.

II. SCOPE

The forms prescribed herein are in addition to DD Forms 282 and 283 (Defense Printing Service Requisition and Defense Printing Service Requisition - Short Run, respectively), and Standard Form 1 (Requisition for Printing and Binding), and, where a form is deemed necessary, will be used for requesting printing and duplicating work from all except industrially funded printing and duplicating facilities.

III. FORMS

The forms listed below (copies attached) are hereby standardized for use by all elements of the Department of Defense to replace all military departmental or lower echelon forms used for requesting printing, duplicating, and reproduction work from printing and duplicating facilities (excepting such of those facilities as are industrially funded). The forms prescribed herein will be used immediately upon depletion of supplies of existing forms used for these purposes, or, if desired, a department may obsolete its present stocks of such forms and use these prescribed forms as soon as they are available:

Requisition for Printing and Binding Service, DD Form 843

Requisition for Local Duplicating Service, DD Form 844

IV. IMPLEMENTATION

This Instruction will be implemented effective 1 July 1955. Two (2) copies of departmental implementing issuances will be furnished the Assistant Secretary of Defense (Comptroller) by 1 September 1955.

W. J. MCNell
Assistant Secretary of Defense (Comptroller)

Attachments - 2

93-27461

5/45

Best Available Copy

REQUISITION FOR PRINTING HAPPROPRIAT					OPRIATED		DITE		_	AC	TIVITY	DADER NU	MBER	PLANT	108 W	UMBER				
AND BINDING SERVICE											ONLY									
TO: THRU: (Appropriate Printing Co						mtro/	Authority)	FROM: (Originating Agency and Person to contact & telepi extension)					phone							
														- 1						
																}				
1. TITLE OF PUBLICATION							Z. NUMBER AND DATE													
	DIDDORS SINCTION SCONOMICS SESSOYS AND CONCURRENCES																			
3. PURPOSE, FUI	PURPOSE, FUNCTION, ECONOMIES EFFECTED AND CONCURRENCES																			
																		ı		
																		i		
A. QUANTITY IN: SHEETS SETS BOOKS PADS OTHER ITEM 13) S. SIZE OF PUBLICATION 6. NUMBER OF PAGES																				
e. PARTIAL D	ELIVERY	REQUEST		COMPLET				a.	TRIL	M SIZE		b.	FOLDED	то		•				
DATE	QU.	ANTITY	DA	TE	Qu.	ANTITY		WIDTH LENGTH WIDTH LENGTH												
	l		1		1				1											
7.	BING	OLNE (Use i		dditionel ins	unettone)			6. PAPER STOCK 9. P					PRINT							
		STITCHED				leieuv (ВОТТОМ	-						T						
			5+	EETS IN	SETS IN PA		ETS IN SEY	COP-	BASIS WEIGHT		KIND		COLOR	COLOR	FACE ONLY	· 				
	s^c	DDLE STIT	CHED PA	ND.				 -						HEAD	F007	SIDE				
OTHER					L			1	l					ļ				\blacksquare		
10.	12		PUNC	POSITION				2						ļ						
NA HOLES DIAM	ETEM	10 C	KIND	POSITION	•			3						<u> </u>						
					,			4						<u> </u>						
11.			TERIAL D	IS POSITION	_			5						<u> </u>						
	HOLD	STROY			RETURN TO			6												
NEGATIVES			Ĺ					7			_	[
ORIGINALS							8													
12. CLASSIFICAT	ION							9												
								10												
13. ADDITIONAL	INSTRUC	TIONS DUI	AMY ATTA	CHED Y	ES NO	(Pertors	tions, scaring	, pre	numberind, e	etc.)										
																		- 1		
14. DISTRIBUTIO	N INSTRU	CTIONS (II	desired, al	so indicate p	ereon to be s	notified a	hen Job	15. A	PPROPRIA	TION CHA	RGEAGL	E						$\neg \neg$		
is completed)																		- 1		
												CERTIF	CATION					1		
												AN ONE C	OLOR IS I	N ACCO	RDANCE WITH DEPART-					
								MENTAL REQULATIONS. THAT THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC SERVICE. THAT THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS. 16. ORIGINATOR (Typed Name, Signature and Date)												
																		Ì		
								17. ACTION BY PRINTING CONTROL AUTHORITY								-				
						APPROVED DISAPPROVED														
							TYP	ED NAME, S	SIGNATUR	E AND D	AFE									
																		1		
		1		 																
FOR PL	ANT	IB. DA	TE RECEIV	ED	19. PR10	RITY		23.	PRESS SIZE	E H	OURS IN		MBER OF	IMP	PRESS	45	NODUC			
USF ON		- 1							×			- 1				}				
•		1							x		_]		
20. DATE PROMIS	ED	21. DA	E COMPLE	LETED	22. DATE	22. DATE DELIVE	ERED		×									}		
									×											
									λ.							-		1		
						RECE	PT OF COMP	LET	ED JOB											
24. RECEIVED BY 25. ORGANIZATION SYMBOL 26. DATE																				
						1												- 1		

DD FORM 843

** 57 %

REQUISITION FOR LOCAL DUPLICATING SERVICE						EQUEST	DATE REQU	RED	JOB NUMBER	
T0:			1	FROM: (Org.	enisation, i	Room Number,	Person en	d Telephone Extension)		
1. FOR REFERENC	E CONSULT									
2. Description (T	itle, Form Numb			NAME OF INDIVIDUAL TO CALL IF TO BE PICKED UP DELIVER TO (If other than above)						
4. NO. OF MASTER	CTION	7. CLASSIF	ICATIOP	a. (8. DISPOSITION OF ORIGINALS					
9. PA	PER	_ '	10. COLOR	11. PRINT			······································	12. STA	PLING YES NO	
KIND	SIZE C	OLOR	- INK	ONE S		HEAD TO	HEAD	LOCATI	ON OF STAPLES	
13. ADDITIONAL SI pedding, etc)	PECIFICATION	is (Includ	fing dietributio	n, punching,	14. SIGNAT	URE OF R	EQUESTOR	· · · · ·		
					15. SIGNAT	URE OF A	PPROVING OF	FICIAL		
			FOR R	BPRODUCTIO	ON UNIT US	E ONLY				
16. DATE RECEIVED 17. PRIORITY						TOR				
19. NO. OF COPIES	S REPRODUCE	D	20. DATE DE	LIVERED		21. JOB R	ECEIVED BY			

DD FORM 844

A74258

Accesion For	
NTIS CREW	X
DTIC 1 1	• 1
Unanes en	~
July fo	rm 50
By D. C.D.	
	;
Dist	
A-1	

TO CTALLY DIEFFORD 4.

DEPARTMENT OF DEFENSE ASSESSMENT DIRECTIVES SYSTEM TRANSMITTAL

NUMBER

DATE

DISTRIBUTION

7760.3 - Ch 1

December 21, 1961

7700

ATTACHMENTS

Attachment 2 to DoD Instruction 7760.3, Jun 16, 55.

INSTRUCTIONS FOR RECIPIENTS

The following page change to Department of Defense Instruction 7760.3, "Requisitioning of Printing, Duplicating, and Reproduction Work (DD Forms 843 and 844)," dated June 16, 1955, has been authorized:

PAGE CHANGE

Remove: DD Form 844, 1 Jul 55

Insert: Attached DD Form 844, 1 Dec 61

MAURICE W. ROCHE

Maurier W. Roche

Administrative Secretary

REQUISIT	ION FOR	LOCAL DI	JPLICATING	SERVICE	DATE OF REQUEST	DATE REQUI	RED J	OB NUMBER	3		
TO:					FROM: (Organization and room number)						
1. FOR REFER	RENCE CONS	BULT			3a. DELIVER TO						
2. DESCRIPTI	ON (Title, fo	em numbër, ei	c.)		b. NAME AND PHONE NUMBER OF PERSON TO CALL IF TO BE PICKED UP						
4. NO. OF OR GINALS	4. NO. OF ORI- GINALS SACH OFFSET MIMEO OTHER (Specify)					7. SECURITY CLASSIFICATION 8. DISPOSITION OF ORIGINA RETURN DESTRO					
9.	PAPER 10. COLOR 11. PRINT					12.					
KIND	INK				E SIDE HEAD T	COLLATE TYES THO					
	HEAD TO					O FOOT HEAD TO L R STAPLE YES NO					
13. ADDITION padding, lo	AL SPECIFICATION of eta	CATIONS (Inc.) plea, etc.)	sluding distributi	on, punching,	14. SIGNATURE OF REQUESTER (This requisition contains no copyrighted material other than that indicated on attached copyright release.) 15. SIGNATURE OF APPROVING OFFICIAL						
FOR REPRODUCTION UNIT USE ONLY											
16. DATE REC	EIVED	7. PRIORITY		18. OPERATO	OR 22, DATE REQUESTER NOTI. FIED JOB IS COMPLETE						
19. NO. OF CO	PIES REPR	0- 20. DATE	DELIVERED	21. JOB RECI	EIVED BY						

DD , FORM 844